



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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PUBLIC INSTRUCTION

**FISCAL YEAR 2004
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO #1**

TO: Child and Adult Care Food Program Sponsors

FROM: Julie Stark, Interim Director
Office of School Support Services

DATE: October 10, 2003

SUBJECT: 60-Day Deadline And Late Claim Exceptions

60 DAY DEADLINE

Claims for Reimbursement and Claim Amendments must be submitted electronically via the internet to the MDE, Child and Adult Care Food Program within 60 days following the last day of the month claimed. This regulation applies to **both** original and amended claims.

The following timetable must be followed in order to receive Child and Adult Care Food Program reimbursement:

CLAIM/AMENDMENT MONTH	DUE DATE		FINAL SUBMISSION DATE
October, 2003	November	10, 2003	December 30, 2003
November, 2003	December	10, 2003	January 29, 2004
December, 2003	January	10, 2004	February 29, 2004
January, 2004	February	10, 2004	March 31, 2004
February, 2004	March	10, 2004	April 29, 2004
March, 2004	April	10, 2004	May 30, 2004
April, 2004	May	10, 2004	June 29, 2004
May, 2004	June	10, 2004	July 30, 2004
June, 2004	July	10, 2004	August 29, 2004
July, 2004	August	10, 2004	September 29, 2004
August, 2004	September	10, 2004	October 30, 2004
September, 2004	October	10, 2004	November 29, 2004

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WITHIN YOUR CONTROL EXCEPTION

If the lateness of the claim/amendment is due to circumstances **WITHIN YOUR CONTROL**:

- < MDE has the authority to approve the payment of one late claim/amendment within a 36-month period.
- < This approval is an exception granted for the submission of a late claim/amendment when the circumstances were within your control.
- < MDE is able to grant approval and process the claim/amendment upon receipt of a corrective action plan. The plan must include:
 1. Actions taken to avoid repetition of the situation linked to the late claim/amendment submission;
 2. Actions taken to avoid any future late claim/amendment submission;
 3. A statement that your organization understands that a **WITHIN YOUR CONTROL** exception can only be granted every 36 months. Future late claims/amendments will not be paid unless your organization has **not** been granted an exception during the previous 36 month period **or** the lateness can be attributed to conditions outside your control; and
 4. The signature of the person who signed the CACFP Agreement.

OUTSIDE OF YOUR CONTROL EXCEPTION
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If the lateness of the claim/amendment was **OUTSIDE OF YOUR CONTROL** and you wish to request an exception to the regulations:

1. Submit a written request for an **OUTSIDE OF YOUR CONTROL** exception.
2. Include a detailed description of the events and circumstances that prevented the claim/amendment from being submitted on time.

MDE will review the information you provide.

- < If it is clear that the late claim/amendment submission was due to circumstances beyond your control, your request will be forwarded to the United States Department of Agriculture (USDA) for approval.
- < MDE does not have the authority to process late claims/amendments. Payment authority rests with the USDA regional office.

SPECIAL NOTES

USDA regulations allow for claims to be amended at any time when the number of meals/snacks and/or costs reported on the amendment results in a downwards adjustment in the reimbursement value of the claim.

If you have any questions regarding this memo, please contact:

Ms. Jackie Higdon, Financial Administrative Assistant
Child and Adult Care Food Program
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
(517) 373-7391

L Please keep this memo on file or in a notebook for quick and easy reference.

JS/MJM/glm